

PROCEDURES FOR SCHOOL FACILITY PROGRAM FUNDING
Effective July 27, 2011

At the May 25, 2011 State Allocation Board (SAB) meeting, the SAB approved regulations to create two certification filing periods per year in order for projects on the unfunded approvals list to receive apportionments. Each period has a 30-day certification submittal window. Certification filing periods begin the second Wednesday in January and the second Wednesday in July each year.

Certifications must be physically received by the Office of Public School Construction (OPSC) on or before the close of the filing period. Certifications are valid until the next filing period begins. As bond sales take place or cash becomes available, districts that have submitted a certification within the appropriate six-month window will be eligible for priority funding apportionments.

The following outlines the procedures and requirements for districts to take advantage of the new funding process:

1. Districts opting to participate in the new funding process shall submit a request to convert an unfunded approval to an Apportionment. All certifications must be submitted to the following address:

Office of Public School Construction
Subject: Priority Funding Round
707 3rd Street
West Sacramento, California 95605

It is recommended that districts monitor any mailed certifications by tracking the parcel and receiving delivery confirmation.

2. The request to convert an unfunded approval to an Apportionment, signed by an authorized District representative, must include each of the project application numbers and must state the following:
 - The District understands that the time limit on fund release shall be no more than 90 days from the date of Apportionment.
 - The District acknowledges that failure to submit a completed *Fund Release Authorization* (Form SAB 50-05) within the 90-day period will result in the project being rescinded without further Board action. A rescinded application will revert back to an unfunded approval at the bottom of the unfunded list and can not be guaranteed bonding authority. The application will receive a new Unfunded Approval date equivalent to the due date of the Form SAB 50-05. In the case that multiple rescissions are made by the Board, each separate application will be placed at the bottom of the unfunded approvals list in the order of the original unfunded approval date. The District will not be required to re-submit the application and no further application review will be required.

(Example: Two applications are rescinded with Unfunded Approval dates of January 27, 2010 and February 24, 2010. The application that received an Unfunded Approval on January 27 would be placed on the unfunded list first, followed by the application that received an unfunded approval on February 24).

- The District acknowledges that by participating in the priority funding round, the district is waiving its right to a standard 18-month timeline for fund release submittal.
3. Districts may request an apportionment for Design Only applications under the new funding process. Design Only applications receiving an apportionment will receive an automatic fund release without submitting a Form SAB 50-05; however, Design Only applications must still submit a request to convert an unfunded approval to an Apportionment which contains all of the statements outlined in Section 2.
 4. Financial Hardship districts with projects on the unfunded approvals list that wish to participate in the certification filing period must undergo a review of their financial records to determine if they have any additional funds available to contribute to their project(s) prior to receiving an actual apportionment. For projects added to an unfunded list between February 25, 2009 and June 30, 2011, only the district's revenue received on or after July 1, 2011 will be considered in the calculations of available funds. Projects added to an unfunded list after July 1, 2011 will be subject to a review of additional funds available.
 5. Any requests to participate in the new funding process not converted to Apportionments shall retain their date order position on the unfunded approvals list. Request letters of projects not converted to apportionments will not be returned to the district or kept by the OPSC.
 6. Requests to participate in the new funding process are valid until the next 30-day submittal window commences.
 7. From the date that the Board converts its unfunded approval to an Apportionment, the District will have 90 days to submit a completed Form SAB 50-05 that meets all of the existing requirements. The Form SAB 50-05 submittal must contain an original signature from a designated District Representative and must be physically received by the OPSC at:

Office of Public School Construction
707 3rd Street
West Sacramento, California 95605

prior to the close of business on the 90th day. Projects that fail to meet this deadline shall be rescinded with no further Board action. A rescinded application will revert back to an unfunded approval at the bottom of the unfunded approvals list and can not be guaranteed bonding authority. The new unfunded approval date will be equivalent to the due date of the Form SAB 50-05.